

SAPD Communication Protocol Human Smuggling or Trafficking Incident

In responding to a potential human smuggling or trafficking incident, the San Antonio Police Department (SAPD) may determine that undocumented persons are potential witnesses to the offense. The protocol for handling this type of situation follows:

- If a San Antonio Police Officer is dispatched to or arrives at a scene involving an investigation of human smuggling or trafficking, whether state or federal, then the investigation constitutes a "Police Incident" under the General Manual due to heightened community interest. As a result, the Command Notification process will be initiated.
- Notifications within SAPD chain of command (Proc. 314 - Command Notification):
 - Any officer dispatched to or finding a scene involving human smuggling or trafficking will immediately request a Supervisory officer to respond to the scene.
 - The Supervisor-In-Charge is responsible for notification of the appropriate command personnel, ultimately resulting in notification to a Deputy Chief, or if unavailable, an Assistant Chief.
 - Notification to the Chief of Police as appropriate.
- Notifications to SAPD Investigative personnel:
 - The reporting officer is responsible for notifying the assigned follow up unit (Special Victims or Night CID), either by direct call or through the dispatcher.
 - In the notification the reporting officer will provide the following information if available:
 - Type of the vehicle or vehicles involved
 - Approximate number of individuals involved
 - Approximate number of children/minors
 - General description of the scope and nature of medical attention required for the individuals involved.
- Notification of the Department of Homeland Security, Homeland Security Investigations (HSI):
 - The initial notification will be made by the assigned follow up unit personnel to the HSI San Antonio duty agent by contacting the National Law Enforcement Communication Center (Call Sign: C-100) at (1-800-973-2867). If contact with the primary duty agent is unsuccessful, the back-up agent should be requested. In the unlikely event that both agents are unavailable, the follow up unit may contact HSI management through contacts provided by HSI. Follow up unit personnel should advise the duty agent of the following:
 - The type of incident and the need for federal investigative resources
 - Approximate number of individuals involved
 - Type of the vehicle or vehicles involved
 - Approximate number of children/minors
 - General description of the scope and nature of medical attention required for the individuals involved.
 - The HSI duty agent will pursue all potential federal criminal violations against the human smugglers/traffickers. If HSI determines there are no criminal charges to

- be pursued, HSI will coordinate with ICE Enforcement and Removal Operations (ERO) for any administrative action deemed appropriate.
- The HSI duty agent will coordinate with other stakeholders and federal authorities, including arranging transportation for suspects, victims and witnesses and mobilizing investigative resources.
 - SAPD personnel will assist any HSI investigator(s) who arrive at the scene and, at the discretion of the Chief of Police or Deputy Chief, offer to conduct the investigation jointly with HSI.
 - Unless HSI investigators clearly state they will lead the investigation, SAPD personnel will conduct the investigation under SAPD procedures, for filing with the Bexar County District Attorney's Office.
- Notification of the Office of the Chief:
 - Communications Unit personnel notified of a Human Smuggling or Human Trafficking Incident will immediately notify the designated personnel assigned to the Office of the Chief.
 - Follow up unit personnel assigned to a Human Smuggling or Human Trafficking Incident will ensure notification of the designated personnel assigned to the Office of the Chief.
 - Notification to City's Immigration Liaison
 - The Office of the Chief is responsible for notifying the City's Immigration Liaison
 - Notification to Social service agencies:
 - The Office of the Chief will also notify Catholic Charities (773-678-2377) and RAICES (202-459-1977/210-544-7811).
 - These agencies can provide necessary translation services.
 - These agencies can also assist in providing aid and comfort to undocumented persons who are not arrested